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|  KENTUCKY CORRECTIONS Policies and Procedures | Policy Number | Total Pages |
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| Authority/References KRS 196.030, 196.035, 439.480, 439.561 | Subject OFFENDER TRAVEL | |

I. DEFINITIONS

“Travel permit” means an appropriate document allowing an offender to travel outside the area specified by the Probation and Parole officer.

II. POLICY and PROCEDURE

An offender’s authorized travel while under supervision shall be limited based on the facts of the individual case.

- A. During the initial interview, the officer shall establish the area of supervision on the conditions of supervision document. If an offender needs to leave the area of supervision, the offender shall request a travel permit. If travel is requested, an officer shall:
 1. Request from the offender verification information or documentation of the need to travel,
 2. Review the circumstances and status of the case,
 3. Obtain information concerning the purpose or need for travel and travel details required for the travel permit,
 4. Determine if travel will be approved,
 5. Inform the offender of the decision,
 6. Inform the offender of reporting instructions, if any are given, and
 7. Obtain offender’s signature on the travel permit.
- B. A travel permit shall not exceed thirty (30) days. A travel permit for a sexual offender shall not exceed fourteen (14) days. If travel is authorized, the officer shall issue a travel permit, which shall be signed by the officer, the offender, and

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witnessed by a third party, if available. Two (2) copies of the travel permit shall be prepared. The original shall be given to the offender and one (1) copy shall be filed in the case folder or retained in the offender management system.

C. Upon return from the approved travel, the offender shall contact the officer as instructed.

D. Visitation to a correctional institution may be allowed in compliance with CPP 16.1 (Inmate Visits). The following procedures shall be followed prior to an offender's visit to a correctional facility.

1. Upon receiving a request from an offender to visit a specific inmate, the officer shall write a letter to the warden of the institution. The letter shall include:

- a. The relationship of the offender to the inmate he wishes to visit;
- b. The specifics of the type of conviction and identifying number for both the offender and the inmate;
- c. If the offender has ever been convicted of a drug offense; and
- d. Other pertinent information as needed.

2. The response of the warden or his designee shall be maintained in the offender's file. The officer shall advise the offender of the response. An officer shall not issue a travel permit to an offender without prior approval of the warden or his designee.

3. If the request is approved, the offender shall be advised that prior to visiting the inmate, a travel permit will be issued and the offender shall have it with him at the time of the visit. Two (2) copies of the permit shall be prepared. The original shall be given to the offender and one (1) copy shall be filed in the case folder or retained in the electronic offender management system.

E. Emergency and Special Travel

Verbal permission to travel may be given by the officer in an emergency or special circumstances, including a family emergency, or unforeseen circumstance, if time does not allow for written permission. If this occurs, the officer shall document that the permission was granted in the offender management system within three (3) working days.

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F. Work Purposes

The officer may, at his discretion, issue an appropriate travel permit document for work purposes.

G. Transfer

1. For travel occurring as a result of a transfer request, refer to CPP 27-23-01 (In-State Transfer) and CPP 27-14-01 (Interstate Compact).
2. If an offender (whose sole condition of supervision is to pay a financial obligation) seeks to move to another state, the officer shall determine if the move would be appropriate. If the officer determines the move would be appropriate, the officer shall request approval from the releasing authority for the offender to be out of state for longer than thirty (30) days prior to granting permission to travel.